

1 September 1983

MEMORANDUM FOR: Information Services Planning Working Group

FROM: [redacted] Chairman

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SUBJECT: Minutes of 26 August 1983 Working Group Meeting

1. The Information Services Planning Working Group met on Friday, 26 August 1983. Participants included [redacted]

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[redacted] Monitoring the meeting was Bill Donnelly (D/OC). Bob [redacted] of the Executive Information System Working Group, sat in as in observer.

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2. [redacted] convened the meeting, asking for corrections to the minutes of the 12 August meeting. [redacted] noted that the ISB would like to see a draft charter at its 2 September meeting rather than on 28 September as indicated in the minutes.

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3. [redacted] continued his presentation on the flow of information in the DDO. [redacted] briefly described his terminal acquisition model in connection with the D0 goal of installing 2400 terminals by the end of the decade. [redacted] noted work that NSA is doing with optical disks may address the D0 problem of how to store paper, fiche, and digital data in compatible form. In conclusion, Les indicated that IMS is the D0 information systems planning agent. We might look at how the D0 plans information services to get a clue about how the Agency as a whole should plan its information services. Les handed out a list of D0 information management goals for the next 10 years (see attachment A).

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4. A discussion of the group's charter followed. The concensus was that the Agency did need to plan its information services at the DCI level, but the degree of centralization was an open but critically important question. Several members viewed coordination as the key issue, rather than planning, and several others questioned the viability of the working group as a means of addressing these issues. Our charter should state as its main objective what the planning system should be, including who will be the

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major actors. Bill Donnelly noted a major handicap in the effort to plan and implement information services was the lack of policy decisions to do so on the part of the directorates. (See attachment B for written comments on the charter.)

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5. In view of the short deadline (2 September) for getting out the draft charter, Bob asked for comments on the existing draft by Tuesday morning. He will use AIM to distribute a revised draft to members with AIM access, with additional comments to be back by 1400 hours Thursday. The final draft would then go to the ISB on Friday (2 September).

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6. The next meeting of the working group is scheduled for Friday, 16 September 1983, at 1400 hours in Room 4E05 Headquarters. The agenda for that meeting, which is scheduled for 90 minutes, is as follows:

- o Approve the minutes of the previous meeting.
- o Take care of any old business.
- o Establish a time-table and division of responsibilities for meeting the groups' objectives.
- o Define planning.
- o Describe present Agency planning.
- o Identify planning shortcomings.

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Attachments:

As stated

O/Compt/IHG

(1 Sep 83)

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